



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

### Annex P

Name of Administrative Staff: Antonette S. Cruz

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.63	70%	3.24
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.64

TOTAL NUMERICAL RATING: 4.64

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.64

FINAL NUMERICAL RATING 4.64

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**ANTONETTE S. CRUZ**  
Name of Staff

Reviewed by:

  
**JUNDY R. CASTIL**  
Department Head

Recommending Approval:

  
**ROBERTO C. GUARTE**  
College Dean

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President, Academic Affairs



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF  
MECHANICAL  
ENGINEERING**

Visca, Baybay City, Leyte, PHILIPPINES  
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"Exhibit B"

**Individual Performance Commitment and Review Form (IPCR)**

I, Antonette S. Cruz, of the Department of Mechanical Engineering commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of January to June 2021.

**ANTONETTE S. CRUZ**

Ratee

Date: July 28, 2021

Approved:

**JUNDY R. CASTIL**

Head, DME

Date: July 28, 2021

**ROBERTO C. GUARTE**

College Dean

Date: July 20, 2021

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 2. Higher Education Services									
	OVPI MFO 1. Curriculum Program Management Services								
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	Prepare necessary documents that will serve as proof/evidence per CMO requirements	85%	100%	4	4	4	4.00	100% employment rate of BSME graduates (2 years prior)
	PI 3: Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs	Provide support to RQAT compliance for BSME Program	100%	100%	4	4	4	4.00	Processed request for update of the COPC application for BSME program
	PI 4: Percentage of undergraduate programs with accreditations	Prepare and compile necessary documents that will serve as proof/evidence for AACUP accreditation	100%	100%	4	4	4	4.00	Prepared Area 10 PPP, compliance report and other supporting evidence/ documents. Assisted other areas in the collection of documents
UMFO 5. Support to Operations									
	OVPI MFO 1. Faculty Development Services								



	<b>PI 1:</b> Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *								
	<b>PI 1.1:</b> Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted	Draft recommendation for study leave per instruction Monitor and assist faculty on study leave	3	3	5	5	5	5.00	Assisted Engr. Bantay, Engr. Binueza and Engr. Impas in the submission of their progress report and renewal documents.
	<b>PI 1.2:</b> Number of faculty who finished advanced degree program on time	Monitor and assist faculty on study leave: Engr. Binueza is target to finish this year							
	<b>PI 2:</b> Number of faculty granted with external scholarships	Monitor and assist faculty on study leave: Engr. Binueza and Impas who are DOST scholars	2	2	5	5	4	4.67	Facilitated the submission of the progress report of Engr. Binueza and Engr. Impas
	<b>PI 3:</b> Number of faculty granted with internal fellowship grants	Monitor and assist faculty on study leave: Engr. Bantay with VSU fellowship scholarship	1	1	5	5	4	4.67	Facilitated the submission of the progress report of Engr. Bantay
	<b>PI 5:</b> Number of faculty sent for trainings, seminars, conferences	Draft recommendation for trainings/ seminars/ workshops per instruction							
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	Abide by the ISO 9001:2015 clauses and the VSU QMS	100%	100%	5	5	5	5.00	Complied to all requirements set by the QMS
<b>OVPI MFO 6. General Administration and Support Services</b>									
	<b>PI 1.</b> Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Submit PPMP for General Fund and Laboratory Share							
	<b>PI 2.</b> Zero percent complaint from clients served	No complaint were filed	100%	100%	5	5	5	5.00	No complaint were filed
	<b>PI 4.</b> Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Assist the department head in the conduct of planning sessions and/or related activity							

	<b>PI 5.</b> Number of monthly/special faculty & staff meetings conducted**	Prepare notice, attendance sheets and minutes of meeting	4	6	5	5	5	5.00	Prepared notice, attendance sheets and minutes of monthly meeting
	<b>PI 6.</b> ADDITIONAL OUPUTS								
	Number of administrative documents acted	Prepare and process office requests, recommendations, contracts and reports; faculty workload; DTR; cash advance, reimbursement and liquidation; finance related documents such as PR, RIS, et. al	600	825	5	5	5	5.00	Prepared and processed office requests, recommendations, contracts and reports; faculty workload; DTR; cash advance, reimbursement and liquidation; finance related documents such as PR, RIS and admin support documents
<b>Total Over-all Rating</b>								<b>46.34</b>	

<b>Average Rating (Total Over-all rating divided by 4)</b>		<b>4.63</b>
<b>Additional Points:</b>		
<b>Approved additional points (with copy of approval)</b>		<b>XX</b>
<b>FINAL RATING</b>		<b>4.63</b>
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>

**Comments & Recommendations for Development Purpose:** Keep up the good work. Encouraged to search for trainings and seminars related to effective recrod management and administrative works.

Evaluated & Rated by:

**JUNDY R. CASTIL**

Department Head

Date: July 20, 2021

Recommending Approval:

**ROBERTO C. GUARTE**

College Dean

Date: July 28, 2021

Approved:

**BEATRIZ S. BELONIAS**

Vice President, Academic Affairs

Date: 7/28/21

1 - Quality   2 - Efficiency   3 - Timeliness   4 - Average





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Exhibit I

**PERFORMANCE MONITORING FORM**

Name of Employee: **Antonette S. Cruz**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Prepare necessary documents that will serve as proof/evidence per CMO requirements	85%	Jan. 2021	June 2021	June 2021	impressive	very satisfactory	100% employment rate of BSME graduates (2 years prior)
2	Provide support to RQAT compliance for BSME Program	100%	Jan. 2021	June 2021	April 2021	impressive	very satisfactory	Processed request for update of the COPC application for BSME program
3	Prepare and compile necessary documents that will serve as proof/evidence for AACCUP accreditation	100%	Jan. 2021	June 2021	April 2021	impressive	very satisfactory	Prepared Area 10 PPP, compliance report and other supporting evidence/documents. Assisted other areas in the collection of documents.
4	Draft recommendation for study leave per instruction Monitor and assist faculty on study leave	3	Jan. 2021	June 2021	June 2021	impressive	very satisfactory	Assisted Engr. Bantay, Engr. Binueza and Engr. Impas in the submission of their progress report and renewal documents.
5	Monitor and assist faculty on study leave: Engr. Binueza and Impas who are DOST scholars	2	Jan. 2021	June 2021	June 2021	impressive	very satisfactory	Facilitated the submission of the progress report of Engr. Binueza and Engr. Impas
6	Monitor and assist faculty on study leave: Engr. Bantay with VSU fellowship scholarship	1	Jan. 2021	June 2021	June 2021	impressive	very satisfactory	Facilitated the submission of the progress report of Engr. Bantay
7	Abide by the ISO 9001:2015 clauses and the VSU QMS	100%	Jan. 2021	June 2021	June 2021	impressive	very satisfactory	Complied to all requirements set by the QMS

8	Prepare notice, attendance sheets and minutes of meeting	4	Jan. 2021	June 2021	June 2021	impressive	very satisfactory	Prepared notice, attendance sheets and minutes of monthly meeting
9	Prepare and process office requests, recommendations, contracts and reports; faculty workload; DTR; cash advance, reimbursement and liquidation; finance related documents such as PR, RIS, et. Al	600	Jan. 2021	June 2021	June 2021	impressive	very satisfactory	Prepared and processed office requests, recommendations, contracts and reports; faculty workload; DTR; cash advance, reimbursement and liquidation; finance related documents such as PR, RIS and admin support documents

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

**JUNDY R. CASTIL**  
Unit Head





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2021**

Name of Staff: **Ms. Antonette S. Cruz** Position: **Administrative Aide IV**

**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for	5	4	3	2	1



improvement of his work accomplishment					
12. Willing to be trained and developed	5	④	3	2	1
Score	Total 56				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score	N.A.				
Average Score	4.67				

Overall recommendation : Keep up the good work. Encouraged to search for trainings and seminars related to effective record management and administrative works

**JUNDY R. CASTIL**  
 Printed Name and Signature  
 Head of Office





"Exhibit G"

## PERFORMANCE MONITORING & COACHING JOURNAL

x	1 <sup>st</sup>	Q U A R T E R
x	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office: Department of Mechanical Engineering

Head of Office: Engr. Jundy R. Castil

Name of Faculty/Staff: Ms. Antonette S. Cruz Signature:  Date: July 28, 2021

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others	
	One-on-One	Group			
I. Monitoring					
Submission of Final Grade for 1 <sup>st</sup> Semester SY 2020-2021	N.A.	Meeting was conducted on March 2, 2021	DME Memo No. 5, s. 2021	N.A.	Facilitated the submission of final grades for 1 <sup>st</sup> semester SY 2020-2021
Preparation for AACUP Level I Accreditation for the BSME Program	N.A.	Meetings were conducted on January 6, 2021, January 12, 2021, February 9, 2021, April 9, 2021	DME Memo No. 6 & 7, s. 2021	N.A.	Series of meetings and internal online accreditation were conducted before the external online accreditation held on April 2021.
Target setting for 2021	N.A.	Meetings were conducted on January 6, 2021, February 9, 2021	N.A.	N.A.	Submitted targets for 2021 through OPCR-IPCR
Submission of TOS for final examination for 1 <sup>st</sup> Semester SY 2020-2021	N.A.	Meeting was conducted on February 9, 2021	N.A.	N.A.	Facilitated the submission of TOS for 1 <sup>st</sup> semester SY 2020-2021
Submission of Syllabi for 2 <sup>nd</sup> Semester SY 2020-2021	N.A.	Meetings were conducted on February 9, 2021, March 2, 2021	N.A.	N.A.	Facilitated the submission of syllabi for 2 <sup>nd</sup> semester SY 2020-2021
Completion of INCs for 1 <sup>st</sup> Semester SY 2020-2021 prerequisite for courses taken this 2 <sup>nd</sup>	N.A.	Meetings were conducted on May 10, 2021, June 9, 2021	N.A.	N.A.	Facilitated the submission of completion of student's INCs

Semester SY 2020-2021					
Submission of TOS for midterm examination for 2 <sup>nd</sup> Semester SY 2020-2021	N.A.	Meeting was conducted on May 10, 2021	N.A.	N.A.	Facilitated the submission of TOS for 2 <sup>nd</sup> semester SY 2020-2021
Submission of Midterm Grade for 2 <sup>nd</sup> Semester SY 2020-2021	N.A.	Meeting was conducted on May 10, 2021	N.A.	N.A.	Facilitated the submission of midterm grades for 2 <sup>nd</sup> semester SY 2020-2021
<b>Coaching</b>					
Coaching on the Implementation of ISO Quality Procedures	Discussed with the staff on the implementation of ISO Quality Procedures	Included in the Departmental Meeting		Notice and Minutes of DME Regular Meeting	ISO quality procedures were implemented and continuously monitored

*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

**JUNDY R. CASTIL**  
Immediate Supervisor

Noted by:

**ROBERTO C. GUARTE**  
Next Higher Supervisor





## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Antonette S. Cruz**

Performance Rating: **Outstanding**

**Aim:** To be an effective implementer of the ISO 9001:2015 Quality procedures and assist in the implementation of the new OBEdized four (4) year BSME degree program as provided in the new CMO 97, s. of 2017.

### Proposed Interventions to Improve Performance:

**Date:** January 2021

**Target Date:** December 2021

#### First Step:

- Monitoring and coaching on the implementation of ISO 9001:2015 quality procedures
- Re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering of the new BSME curriculum as provided for in CMO 97, s. 2017 will be given.

#### Results:

- Ms. Cruz is able to monitor the compliance of Outcomes-Based Teaching and Learning (OBTL) Syllabi for the second semester SY 2020-2021 and first semester SY 2021-2022.
- She is able to perform her duties and responsibilities as staff of the Department of Mechanical Engineering particularly in the implementation of ISO Quality Procedures.

#### Next Step:

- Continued monitoring and coaching on her duties and responsibilities in the department

#### Outcomes:

- Program compliance to CMO No. 97, series of 2017
- Consistent implementation of ISO Quality Procedures applicable to the department

#### Final Steps / Recommendations:

- Mrs. Cruz will be continuously recommended for trainings and seminars to strengthen her competencies and qualifications.

Prepared by:

**JUNDY R. CASTIL**  
Unit Head

Conforme:

  
**ANTONETTE S. CRUZ**  
Name of Ratee